

TRAVEL EXPENSE CLAIM

STD. 262 (REV. 10/92)

See Instructions and *Privacy
Statement On Reverse Side

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CLAIMANT'S NAME Bonnie Reiss			SSAN OR EMPLOYEE NUMBER			DEPARTMENT Governor's Office		
POSITION Secretary			CB/ID NUMBER			DIVISION OR BUREAU Office of the Secretary of Education		
RESIDENCE ADDRESS 1121 L Street #600			HEADQUARTERS ADDRESS 1121 L Street #600			INDEX NUMBER 131		
CITY Sacramento			STATE CA			ZIP CODE 95814		
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(1) MONTH/YEAR June		(3) LOCATION WHERE EXPENSES WERE INCURRED	(4) LODGING	(5) MEALS			(6) INCIDENTALS	(7) TRANSPORTATION				(8) BUSINESS EXPENSE	(9) TOTAL EXPENSES FOR DAY
DATE	TIME			BREAK-FAST	LUNCH	O.T., LT. N/Q, RELO. OR DINNER		(A) COST OF TRANS.	(B) TYPE USED	(C) CARFARE, TOLLS, PARKING	(D) PRIVATE CAR USE MILES AMOUNT		
12	0845	LA/Washington DC	304.57			18.00		418.40		65.00		14.95	820.92
13		Washington DC	304.57	6.00			6.00			30.00		14.95	361.52
14	1400	Washington DC/LA		6.00						90.00			96.00
SUBTOTALS			609.14	12.00		18.00	6.00	418.40		185.00		29.90	1278.4

CLAIM TOTAL													\$	1278.44
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1) PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts/vouchers when required)

6/02/10 - 6/4/10 Submit RTTT Meeting with US Secretary Duncan, Meeting with Olyvia Rodriguez with Sen. Feinstein, Met with Chariman Millers senior education committe staff, Cerin Lindgrensavage & Patrick Scandling with Sen. Boxer, Chris Perry of Rep. McKeon's, & James Bereron with House Education Committee. Spoke to Fixing American Education Summit.

(12) NORMAL WORK HOURS

(13) PRIVATE VEHICLE LICENSE NUMBER

(14) MILEAGE RATE CLAIMED

AGENCY ACCOUNTING OFFICE
USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

I HERBY CERTIFY That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt usage.

CLAIMANT'S SIGNATURE

DATE

(16) SIGNATURE

AGENT

DATE

6/15/10

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6/15/10